



PLAN OF SERVICE

Fiscal Year 2019-2020

Introduction

Central Midlands Regional Transit Authority (The COMET) was formed by the City of Columbia, Richland County, Lexington County and City of Forest Acres in 2000 and was given the responsibility for providing local transit service within Richland and Lexington Counties as a regional transportation authority under South Carolina Code of Laws, Chapter 25.

The COMET contracts for operations and maintenance of transit services with Transdev, Enterprise, Bewegen, Uber and Lyft. Staff are directly responsible for planning, capital investments, financial management, and operations oversight.

The COMET is financially supported by Richland County Transportation Penny Funds, Lexington County General Funds, State Mass Transit Act Funds, fares, miscellaneous and advertising revenues and Federal Section 5307, 5310, 5311, 5339 transit funds.

The COMET serves the Cities of Columbia, Forest Acres, Cayce, West Columbia, Towns of Eastover, Springdale and Richland and Lexington Counties. In addition, on a limited basis, the Towns of Cayce, Batesburg-Leesville, Lexington, Newberry and Little Mountain, as well as Newberry County are served.

There are 11 voting board members that consist of representatives from City of Columbia, Richland County, Lexington County and City of Forest Acres, as well as the Richland County Legislative Delegation and six advisory board members from the City of Cayce, City of West Columbia, Town of Springdale and Lexington County Legislative Delegation. The Board of Directors meets on the 2nd and 4th Wednesday of each month.

This Plan of Service as defined below is consistent with the Central Midlands Council of Governments/Columbia Area Transportation Study 2040 Long Range Transportation Plan, adopted August of 2015. That plan is available here: <http://centralmidlands.org/wp-content/uploads/2040-LONG-RANGE-TRANSPORTATION-PLAN-APPROVED-AUGUST-27-2015.pdf> and details about The COMET is shown on page 82.

(a) The area to be served.

The COMET intends to serve the following area:

- Columbia
- Eastover
- Forest Acres
- Richland County
- Lexington County
- Cayce
- West Columbia
- Springdale

The COMET intends to serve these jurisdictions on a limited basis:

- Batesburg/Leesville
- Chapin
- Little Mountain
- Newberry
- Newberry County
- Sumter
- Sumter County

The System Map as of August 2019 is attached as Exhibit A.

(b) The procedures to be used to serve the area.

The Board of Directors in April 2019 adopted a “Service Equity Policy” which establishes service equity for jurisdictions outside of Richland County that would like to have the Central Midlands Regional Transit Authority (The COMET) provide transit service. The policy defines four approaches for service to jurisdictions within the Columbia Urbanized Area (the “CUA”) that is outside Richland County. The first approach, joining The COMET, provides the preferred option for service; however, jurisdictions may not have the capacity to participate through a dedication of a local sales tax. For those jurisdictions, the remaining approaches provide options for service and would allow The COMET to distribute Federal Transit Administration (FTA) Section 5307 funds to non-member jurisdictions equitably. All participation in The COMET is defined as provided in the Regional Transportation Authority Law, Title 58, Chapter 25, Section 58-25-35, Enabling Act and the current Intergovernmental Agreement, with the consent of 90% of the population within the service area.

The Policy is attached as Exhibit B.

The Service Area and Urbanized Area Boundaries is attached as Exhibit C.

(c) The estimated capital and operating costs by year for the first five years of operation, and the mechanism to be used to raise the local funds necessary to support the operation.

The total proposed budget for Fiscal Year (FY) 2019-2020 is ~\$29.80 million, increasing \$3.42 million or 13% from \$26.38 million in FY 2018-2019. The table below provides the budgets major categories, percentage change from FY 2018-2019 to FY 2019-2020 and percent of revenue.

	FY2019 Approved Budget	Total Proposed Budget FY 2020	% Change	% of Revenue
Operating Revenue				
Passenger Fares Revenue	2,450,000	2,720,579	11.0%	9.13%
Advertising Revenue	7,200	40,000	455.6%	0.13%
In Kind Revenue: Transit Center	60,000	-	-100.0%	0.00%
Contractual Service Revenue	150,000	155,000	3.3%	0.52%
County of Lexington	211,658	238,771	12.8%	0.80%
Interest Income	30,000	40,000	33.3%	0.13%
Richland County Penny Tax	18,700,000	18,855,298	0.8%	63.27%
SCDOT: SMTF & OPT 5311	750,021	714,455	-4.7%	2.40%
Hospitality/Accommodations	-	6,000	#DIV/0!	0.02%
CDBG - Shelters & Pass Program	-	100,000	#DIV/0!	0.34%
FTA Federal Revenue	4,013,192	6,924,332	72.5%	23.24%
Miscellaneous Income	10,150	6,400	-36.9%	0.02%
Total Revenue	26,382,221	29,800,835	13%	100%

	FY2019 Approved Budget	Total Proposed Budget FY 2020	\$ Variance	% Change	% of Expense	Operating Budget	Capital Budget
Operating Expenses							
Purchased Transportation	15,960,658	15,560,072	(400,586)	-2.5%	52.21%	15,560,072	
Vanpool Operations	-	120,000	120,000	#DIV/0!	0.40%	120,000	
Bike Program	-	250,000	250,000	#DIV/0!	0.84%		250,000
Innovative Mobility & Mobility Programs	523,605	839,465	315,860	60.3%	2.82%	839,465	
Fuel	1,790,000	1,900,000	110,000	6.1%	6.38%	1,900,000	
Salaries and Benefits	1,112,970	1,169,969	56,999	5.1%	3.93%	1,169,969	
Marketing	100,000	250,000	150,000	150.0%	0.84%	250,000	
Utilities	157,000	184,900	27,900	17.8%	0.62%	184,900	
Other Administrative & Operational Expenses (Federal & Non-Federal)	7,795,590	4,877,483	(2,918,107)	-37.4%	16.37%	4,877,483	
Buses	-	2,037,228	2,037,228	#DIV/0!	6.84%		2,037,228
ADP Software/Computer/Website/ITS	225,000	810,558	585,558	260.2%	2.72%		810,558
Passenger Amenities	-	1,801,160	1,801,160	#DIV/0!	6.04%		1,801,160
					0.00%		
Total Expenses	27,664,823	29,800,835	2,136,012	7.7%	100.0%	24,901,889	4,898,946

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The anticipated five year fiscal plan is below:

2030 - 1 Quarter Reserve	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Through June 30, 2029	2018	2019	2020	2021	2022	2023
	2017-2018 Actual					
Annual Penny collections for available years	\$ 18,019,621	\$ 18,560,210	\$ 19,117,016	\$ 19,690,526	\$ 20,281,242	\$ 20,889,679
Fare Revenue	\$ 2,169,462	\$ 2,450,000	\$ 2,720,579	\$ 2,992,637	\$ 3,082,416	\$ 3,174,888
Local Revenue-Lexington Cty (1% annual increase)	\$ 180,858	\$ 211,658	\$ 238,771	\$ 245,934	\$ 253,312	\$ 260,912
State Revenue (Fuel)	\$ -	\$ 603,000	\$ 567,919	\$ 500,000	\$ 500,000	\$ 500,000
Other Revenue (Advert/Interest/Gain on Sale/Other)	\$ 143,882	\$ 190,886	\$ 337,936	\$ 348,074	\$ 358,516	\$ 369,272
Contracts	\$ 90,073	\$ 150,000	\$ 91,000	\$ 91,000	\$ 91,000	\$ 91,000
Non-Penny Recurring Revenues	\$ 2,584,275	\$ 3,605,544	\$ 3,956,205	\$ 4,177,645	\$ 4,285,244	\$ 4,396,072
Total Available Non-Federal Annual Revenue	\$ 20,603,896	\$ 22,165,754	\$ 23,073,221	\$ 23,868,172	\$ 24,566,487	\$ 25,285,751
Federal Revenue - Non Classified	\$ 10,191,458	\$ -				
Federal Capital		\$ 6,194,722	\$ 4,326,342	\$ 2,785,000	\$ 3,285,000	\$ 1,689,400
Federal Operating		\$ 3,575,572	\$ 715,000	\$ 2,215,000	\$ 2,215,000	\$ 2,215,000
Federal PM		\$ 800,000	\$ 800,000	\$ 1,024,220	\$ 797,800	\$ 797,800
Total Federal Revenue	\$ 10,191,458	\$ 10,570,294	\$ 5,841,342	\$ 6,024,220	\$ 6,297,800	\$ 4,702,200
Non-Direct Service Expenses	\$ 5,735,764	\$ 2,536,164	\$ 2,583,466	\$ 2,696,711	\$ 2,731,990	\$ 2,768,252
Non-Fixed-Route Direct Service Expenses						
Paratransit Service Expense	\$ 2,018,732	\$ 2,079,294	\$ 2,141,673	\$ 2,205,923	\$ 2,272,101	\$ 2,340,264
Propane Fuel (63% of total)	\$ 415,633	\$ 394,864	\$ 406,710	\$ 418,911	\$ 431,478	\$ 444,423
Federal Expense - PM (15% of total)	\$ 69,168	\$ 37,500	\$ 37,500	\$ 37,500	\$ 37,500	\$ 38,625
Sub total	\$ 2,503,533	\$ 2,511,658	\$ 2,585,883	\$ 2,662,334	\$ 2,741,079	\$ 2,823,311
Direct Fixed Route Expenses						
Fixed Route Service Expense (Contractor)	\$ 11,917,875	\$ 12,275,411	\$ 12,643,674	\$ 13,022,984	\$ 13,413,673	\$ 13,816,084
Fixed route propane (37% of total)	\$ 244,102	\$ 231,904	\$ 238,861	\$ 246,027	\$ 253,408	\$ 261,010
Diesel Fuel	\$ 900,592	\$ 808,572	\$ 832,829	\$ 857,814	\$ 883,548	\$ 910,055
Fare Collection	\$ 60,054	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 72,100
Tickets & Transfers	\$ 30,211	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 61,800
Federal Expense - PM (85% of total)	\$ 391,950	\$ 212,500	\$ 212,500	\$ 212,500	\$ 212,500	\$ 218,875
Subtotal	\$ 13,544,784	\$ 13,658,387	\$ 14,057,864	\$ 14,469,325	\$ 14,893,130	\$ 15,339,924
Payment to Operating Reserve Fund		427,629	\$ 427,629	\$ 427,629	\$ 427,629	\$ 427,629
Total Non-Federal Annual Expenses	\$ 21,784,081	\$ 18,706,209	\$ 19,227,213	\$ 19,828,370	\$ 20,366,199	\$ 20,931,487
Capital Expenditures		\$ 7,433,666	\$ 5,191,610	\$ 3,342,000	\$ 3,942,000	\$ 2,027,280
Net Income (Loss)	\$ 9,011,273	\$ 6,596,172	\$ 4,495,739	\$ 6,722,021	\$ 6,556,087	\$ 7,029,184
Cumulative Net	\$ 9,011,273	\$ 15,607,445	\$ 13,507,012	\$ 15,733,294	\$ 15,567,360	\$ 16,040,457
Annual Hours of Service - Fixed Route	201,429	187,650	187,650	187,650	187,650	187,650
Cost per hour fixed route service	\$ 69.63	\$ 72.79	\$ 74.92	\$ 77.11	\$ 79.37	\$ 81.75
Calculated Fixed route service expense	\$ 14,025,501	\$ 13,658,387	\$ 14,057,864	\$ 14,469,325	\$ 14,893,130	\$ 15,339,924
Revenue Neutral Expenses (Reserve until Negative)	\$ 8,530,556	\$ 6,168,543	\$ 4,068,110	\$ 6,294,392	\$ 6,128,458	\$ 6,601,555
Annual Hours of Service - Paratransit		34,713	34,713	34,713	34,713	34,713
Cost per hour paratransit service		72	74	77	79	81
Net Cash Available						

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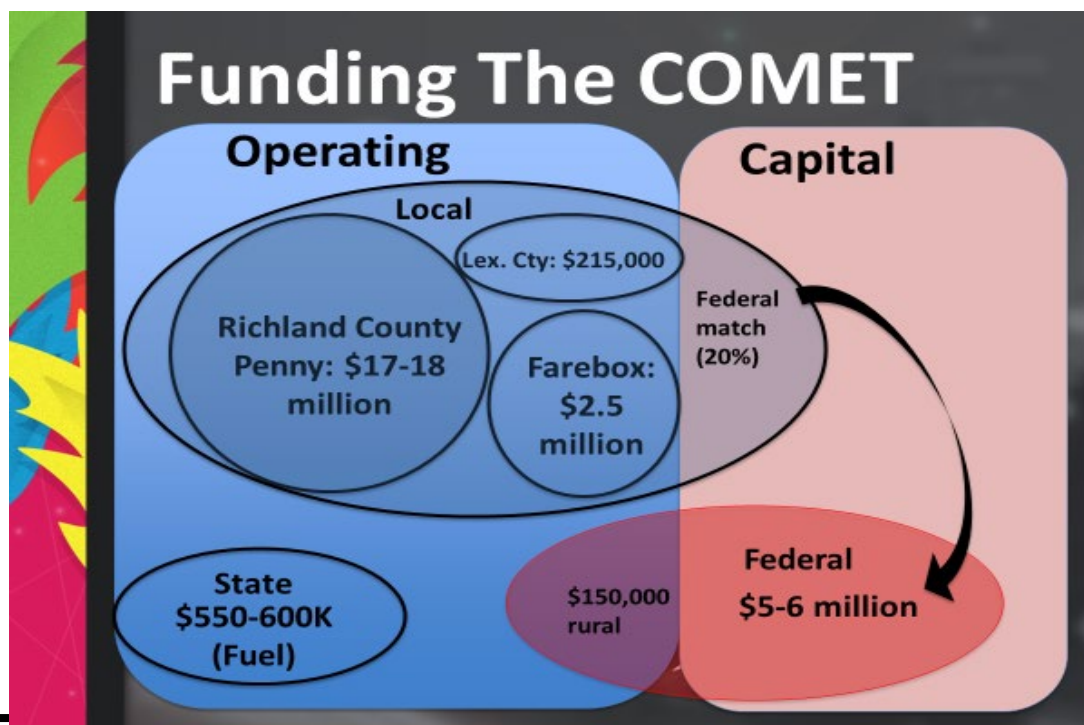
The COMET's expected capital projects for FY 2019-2020 are:

- Two diesel powered trolleys
- Two low-floor gasoline powered cutaways
- Continued renovation of Laurel & Sumter Street Transit Center
- New Intelligent Transportation System (ITS)
- Bikeshare stations in Downtown Columbia, Cayce and West Columbia
- Passenger amenities, including bus shelters, benches and bike racks
- Website redesign
- Mobility management
- Training and development of staff
- Computer hardware and software

The COMET's expected operations projects for FY 2019-2020 are:

- Transit operations, marketing and administration in Richland and Lexington Counties
- Security on buses, transit center and bus stops
- Vanpool program
- Preventative maintenance of transit buses and facilities
- Lyft/Uber subsidy, Blue Bike, Volunteer transportation and subsidized taxi scrip program.

Funding for The COMET's operation and capital cost are generated from several funding sources. The COMET's main sources are: Passenger fares @ 9.13%, Federal Transit Administration (FTA) grants @ 23.24%, Richland County Penny tax revenue @ 63.27% and miscellaneous revenues (Lexington County, State, advertising, etc.) are 4.36% of the total proposed budgeted revenue anticipated to be received in FY 2019-2020.



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(d) The source and amount of funds expected to be available to finance the first year's capital and operating costs.

Local Contributions			
Agency	Annual Funding	Source of Funds	%
Richland County	\$ 18,855,298	1 Cent Sales & Use Tax	98.80%
Columbia	\$ -	None	0.00%
Forest Acres	\$ -	None	0.00%
Eastover	\$ -	None	#DIV/0!
Batesburg/Leesville	\$ -	None	#DIV/0!
Chapin	\$ -	None	0.00%
Little Mountain	\$ -	None	0.00%
Newberry	\$ -	None	#DIV/0!
Newberry County	\$ -	None	#DIV/0!
West Columbia	\$ 50,200	General Fund	0.26%
Cayce	\$ 30,150	General Fund	0.16%
Springdale	\$ 10,050	General Fund	0.05%
Lexington County	\$ 138,371	General Fund	0.73%
TOTAL	\$ 19,084,069		100.00%

Regional Allocations					
County	Population (2010 Census)	Percent of Population	Federal Funds	State Mass Transit Funds	Service Hours Projected based off Transdev's Rate
Richland County Urban Population	326,828	85.00%	\$ 1,005,369	\$ 308,578	
Richland County Rural Population	57,676	15.00%	\$ 68,560	\$ 22,851	1,362.24
Total Richland County Population	384,504	100.00%	\$ 1,073,928	\$ 331,429	
Lexington County Urban Population	196,793	75.00%	\$ 605,363	\$ 185,804	
Lexington County Rural Population	65,598	25.00%	\$ 77,976	\$ 25,990	1,549.36
Total Lexington County Population	262,391	100.00%	\$ 683,339	\$ 211,794	

(2) Upon adoption of the plan of service, set forth in (1) above, by a majority of the governing bodies of general purpose local governments within the service area, an agreement to create an authority in conformity with the terms of this chapter may be executed within the proposed service area of the authority. The area to be served by the proposed authority must contain at least fifty thousand population.

An agreement was established on July 2, 2013 and amended in July 1, 2018. The population of The COMET Service Area is 646,895 based off the 2010 census.

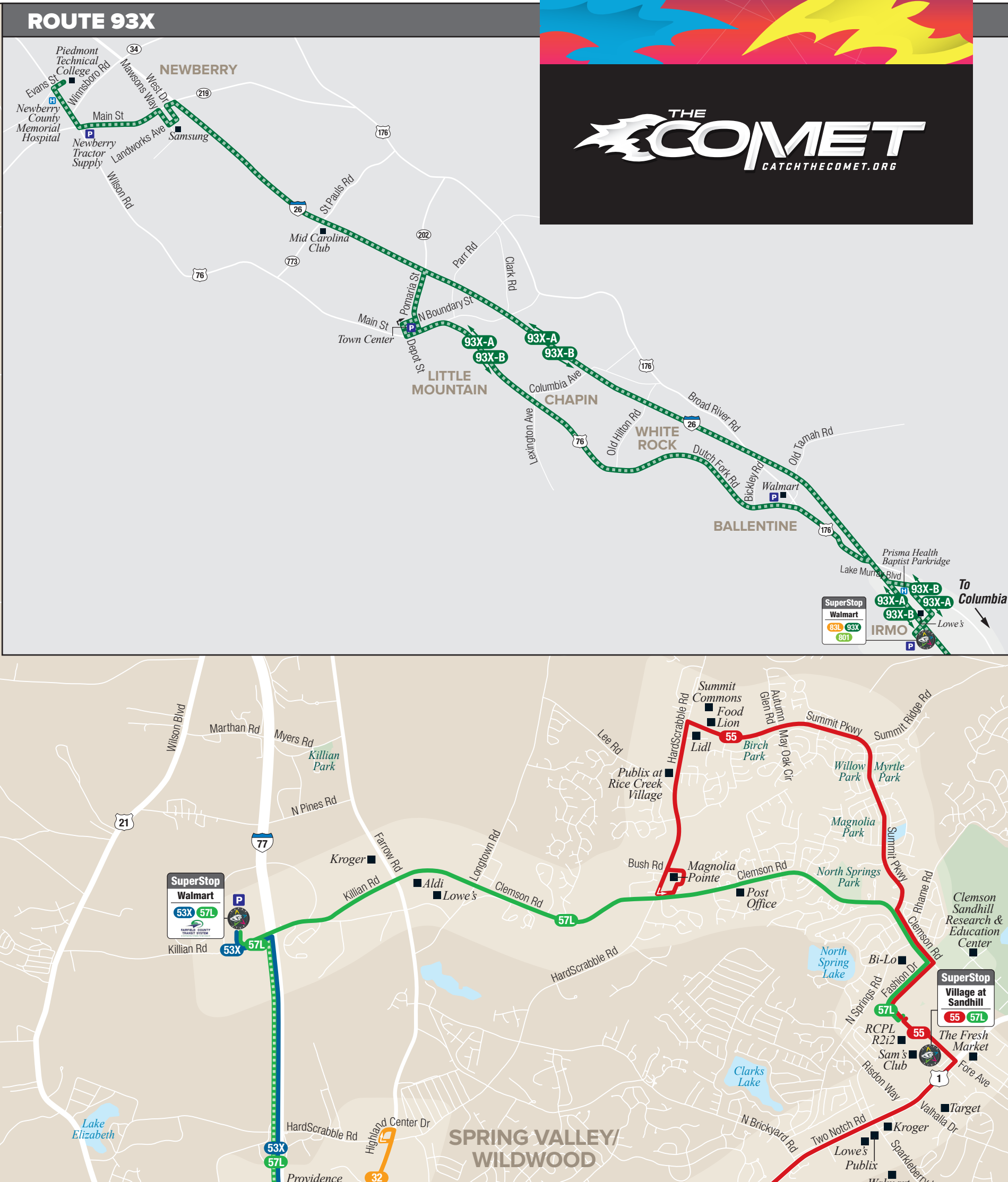
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Agency	Population
Richland County (Less Forest Acres, Eastover & Columbia)	244,058
Forest Acres	10,361
Columbia	129,272
Eastover	813
Lexington County (Less Cayce, West Columbia and Springdale)	232,239
Cayce	12,528
West Columbia	14,988
Springdale	2,636
TOTAL	646,895

(3) Upon the execution of the agreement by the governing bodies of the municipalities and the counties which include at least ninety percent of the population of the proposed service area within their jurisdictions, and only if the agreement provides for imposition of a new source of revenue such as a new tax, the question of creating such an authority under the terms of the executed agreement must be submitted for ratification to the qualified electors within the proposed service area at a general election or at a special election called for that purpose as set forth in the agreement. If an existing source or sources of revenue are utilized to fund the authority, an election is not required. If an election is required, the agreement shall become operational upon the approval of the majority of the voters within the service area voting on the question and the authority must be created not less than sixty days after the results of the election are certified. If an election is not required, the agreement becomes operational upon the execution of the agreement by the governing bodies of the municipalities and counties which include at least ninety percent of the population of the proposed service area, and the authority must be created not less than sixty days after the agreement is executed.

The Agreement creating The COMET occurred on May 22, 2002 and a re-creation occurred on September 26, 2011. An Intergovernmental Agreement for a new source of revenue was approved on July 2, 2013 and amended on July 1, 2018.



Route List

1	Eau Claire
11	Fairfield
12	Edgewood
21	Rosewood
22	Harden
23	Denny Terrace Reflex
24	North Main/Hardscrabble
42	Millwood
45	Leesburg-Hazelwood
46	Lower Richland Reflex
47	Eastover/Gadsden Reflex
53X	Killian Road Express
59	Sandhill
61	Killian/Clemson Local
62	Shop
62	Hopkins Reflex
74	Harrison/Trenholm
75	Decker/Parklane
76	Fort Jackson
78	Polo
83	St. Andrews Local
84	Bush River/St. Andrews
85	Beltline/Croston
91	Springdale/Cayce
92	12th Street Extension Express
93X	I-26 Express
93X	West Columbia/Cayce
101	North Main
301	Farrow
401	Devine
501	Two Notch
701	Forest
801	Broad River
901	St. Andrews Express
93X	Gamecock Express
93X	Soda Cap Connector 1
93X	Soda Cap Connector 2
93X	Soda Cap Connector 3
93X	Soda Cap 4 The Orbit
93X	Denny Terrace Reflex 31
93X	Lower Richland Blvd Reflex 46
93X	Eastover/Gadsden Reflex 47
93X	Hopkins Reflex 62
93X	DART (Dial-A-Ride Transit)

Routes are Subject to Change

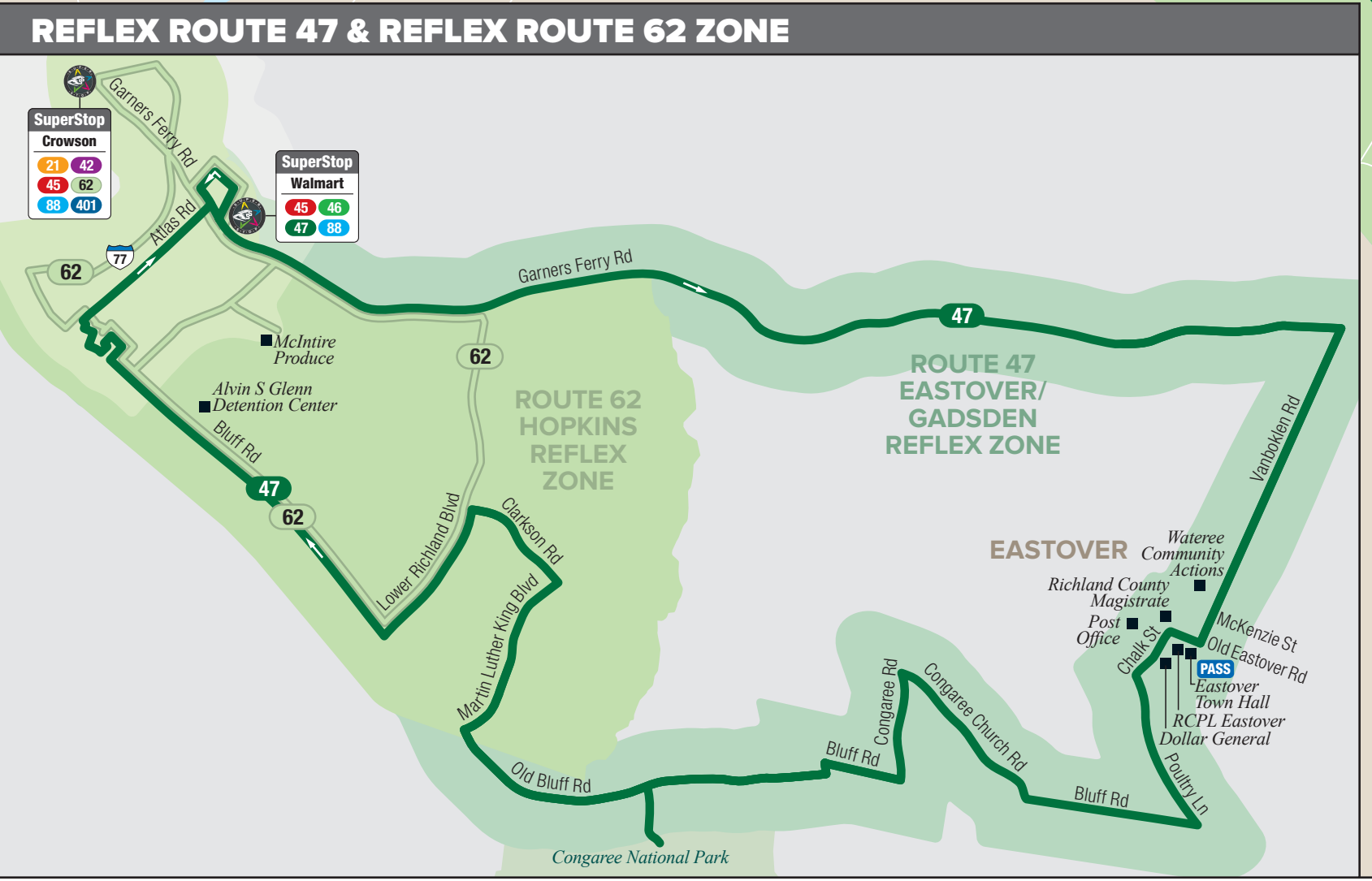
Metro Points of Interest

Here are a few of our most popular destinations and attractions:

RECREATION & LEISURE	SHOPPING
Benedict College Stadium 74, 501	Columbian Centre 83L, 801
Carolina Coliseum 91	Columbia Place Mall 53X, 55, 75, 501
Cayce Riverwalk 1, 91	Devine Street 83L, 84, 88, 93X, 801
Colonial Life Arena 1, 91, 93X	Dutch Square Center 1, 21, 22, 401
Columbia Metropolitan Convention Center 1, 93X	Main Street 1, 2, 3
Columbia Museum of Art 1, 2, 4	North Columbia 101
Carolina Softball Stadium at Beckham Field 22, 2001	Parklane Plaza 91
Carolina Tennis Center 22, 2001	Richland Mall 74, 88, 701
EdVenture & Library 22	Rosewood Market 21, 88
Eugene E. Stone III Stadium 22	Shops at Woodhill 701
Finlay Park 22, 21, 42, 61, 91	Trenholm Plaza 55, 57L
Founders Park 91	Villages at Sandhill 1, 2, 4, 42, 61, 91, 93X
Grady Park 91	
Koger Center for the Arts 1, 4, 61, 91, 2001	
Lexington County Public Library 97	
	HOSPITALS
	Crafts Farrow State Hospital 76
	Fort Jackson Moncrief Army Hospital 32
	Ga. West Columbia 93X
	Chapin 97
	Lexington Medical Center 83L, 93X
	Prisma Health Baptist 1, 2, 3, 4, 21, 61, 101, 301, 401, 701
	Prisma Health Baptist Parkridge 83L, 93X
	Prisma Health Baptist Parkridge 11, 22, 88, 93X, 301, 701
	Providence Hospital Northeast 32
	Veterans Hospital 45, 62, 88
	GOVERNMENT & COMMUNITY
	City Hall 87
	Batesburg-Leesville 91, 92X
	Cayce 3, 4, 6, 11, 12, 21, 42, 53X, 61, 74, 84, 91, 92X, 93X, 101, 301, 401, 501, 701, 801
	Columbia 47
	Eastover 74, 701
	Forest Acres 91
	Springdale 96L
	West Columbia 93X
	Chapin 93X
	Columbia Visitor Center 61
	Harvest Hope Food Bank 84, 1870, 801
	Hope Plaza MHA 2, 22, 42
	Richland County Administration Building 2, 22, 42
	Health Department, Tax Office, Election Commission) SC DMV 75
	Decker Blvd 84
	Dutch Square 53X, 55, 75
	O'Neil Court 61
	Shop Road 1, 2, 4 (walk from Assembly Street)
	Strom Thurmond Federal Building 4, 42, 61, 91, 101, 301, 401, 501, 701
	US Post Office 4, 42, 61, 91, 101, 301, 401, 501, 701
	Veterans Administration 12, 21, 401, 701
	TRANSPORTATION
	Amtrak Station 1
	Columbia Metropolitan Airport 3, 4, 6, 11, 12, 21, 42, 53X, 61, 74, 84, 92X, 93X, 101, 301, 401, 501, 701, 801
	COMET Central (1745 Sumter St) 31
	Greyhound & Southeastern Stages 61
	Jim Hamilton Field/L.B. Owens Airport 61
	Lowell C. Spires, Jr. Regional Transit Facility 6, 88
	Megabus 6, 88

HIGHER EDUCATION

Allen University 2, 12, 42, 74, 501, 701
Benedict College 2, 12, 42, 74, 501, 701
Columbia College 11, 101
Lutheran Seminary 6, 101
Midlands Technical College - Airport 91
Midlands Technical College - Bettline 21, 42
Midlands Technical College - Harbison 83L
Midlands Technical College - Northeast 75, 32
Remington College 84
University of South Carolina 2, 4, 21, 61, 93X
UofSC School of Medicine 21, 88





SERVICE EQUITY POLICY

Issued: February 2019

Revised:

Approved by: Board of Directors

PURPOSE

This policy establishes service equity for jurisdictions outside of Richland County that would like to have the Central Midlands Regional Transit Authority (The COMET) provide transit service. The policy defines four approaches for service to jurisdictions within the Columbia Urbanized Area (the "CUA") that is outside Richland County. The first approach, joining The COMET, provides the preferred option for service; however, jurisdictions may not have the capacity to participate through a dedication of a local sales tax. For those jurisdictions, the remaining approaches provide options for service and would allow The COMET to distribute Federal Transit Administration (FTA) Section 5307 funds to non-member jurisdictions equitably. All participation in The COMET is defined as provided in the Regional Transportation Authority Law, Title 58, Chapter 25, Section 58-25-35, Enabling Act and the current Intergovernmental Agreement, with the consent of Richland County and the City of Columbia which represent 90% of the population within the service area.

POLICY

Except for Charter and Special Events services as authorized by separate policy and other services as described in this policy, The COMET transit service will not extend beyond the boundaries of The COMET Service Area. The COMET service equity policy for jurisdictions within the CUA, but outside the service area (Richland County) includes the following four options, in accordance with the Regional Transportation Authority Law, Title 58, Chapter 25, Section 58-25-20 and 35:

1. **Join The COMET:** A municipality, county or part of a county for which the governing body has approved joining The COMET and dedicated a local sales tax for transit as defined in Title 4, Chapter 37 of the South Carolina Code of Laws, Optional Methods for Financing Transportation Facilities can join The COMET. This action will require the consent of Richland County and the City of Columbia which represent 90% of the population within the service area, per the terms of the Intergovernmental Agreement. Subject to the terms of the Intergovernmental Agreement, a voting seat would be provided on the Board of Directors.
2. **Contract for Service:** A jurisdiction could enter into an intergovernmental agreement with The COMET for transit services. The jurisdiction pays the variable cost of service, with a credit given to the jurisdiction for FTA and State Mass Transit Fund eligible expenses. Jurisdictions that contract for service are eligible to receive The COMET service based on the ability to match the FTA funds that are allocated to the jurisdiction based on population, population density, low income population and vehicle revenue miles. For a voting seat on the Board of Directors, consent of Richland County and the City of Columbia which represents 90% of the population within the service area, per the terms of the Intergovernmental Agreement would be required.
3. **Become a FTA Sub-Recipient:** Sub-recipients contract directly with a transit service provider and seek reimbursement for the federal portion of FTA eligible expenses through The COMET. The COMET maintains responsibility for federal compliance, certifications and related coordination with FTA. Sub-recipients are eligible to receive service through the most appropriate contract service provider at their discretion. Central Midlands Council of Governments (CMCOG) would sub-allocate funding to FTA sub-recipients through a planning process defined by CMCOG based on population, population density, low income population and vehicle revenue miles.
4. **Become a Direct Recipient:** Direct recipients receive FTA funds directly from FTA for eligible expenses. The recipient is responsible for the management of funds and assumes all responsibility for federal compliance, certifications and local match. CMCOG would sub-allocate funding to FTA direct recipients through a planning process defined by CMCOG based on population, population density, low income population and vehicle revenue miles. The jurisdiction would determine the best approach to operate transit, either directly, contract with The COMET or contract with an alternate provider.

All agreements for service under this policy must be approved by The COMET Board of Directors and meet the minimum requirements established in the appendix. Additionally, any transit services provided by The COMET must comply with the Regional Transportation Authority Law, Title 58, Chapter 25, Section 58-25-20 definition regarding "Regional transportation area" which means that area pursuant to the groupings of counties as set forth in Article 3 of Chapter 7 of Title 6. In the case of The COMET, the county grouping includes Richland, Lexington, Newberry and Fairfield Counties.

The COMET may provide transit service outside Richland County as defined in Regional Transportation Authority Law, Title 58, Chapter 25, Section 58-25-50 (r) "To provide transportation services for residents of the service area to destinations outside the service area;" if The COMET Board of Directors find that providing service for residents of the service area could benefit Richland County residents.

Appendix A: Guidelines for Service Equity

To ensure that the service equity policy is implemented in a manner that achieves regional goals, a process has been developed to provide guidelines to distribute FTA and State Mass Transit funds that would be allocated to The COMET. The COMET is responsible for receiving these funds for Richland and Lexington Counties and the regional funds are allocated as defined below:

1. Overall funding:
 - a. Federal (population, population density, low income population and vehicle revenue miles)
 - b. Local (sales tax, hospitality tax, miscellaneous funding)
 - c. State (Mass Transit Program fund)
2. The factors above should correlate with the level of services operating in each jurisdiction:
 - a. Route miles operated
 - b. Route hours operated

Once these factors have been determined, an operating cost per hour rate should be developed to charge for services to each jurisdiction within The COMET's service area. This charge for services should take into consideration:

1. **Fixed Route Operating Cost Per Hour**, increases each year times the number of hours operated in each jurisdiction. Routes should be allocated based on the percentage of vehicle miles operated in each jurisdiction.
2. **Paratransit Operating Cost Per Hour**, increases each year times the number of hours operated based on the passenger's originating point. For example, if a passenger originates a trip in Columbia and travels to West Columbia, that trip would be assigned to the jurisdiction of the originating trip.

The cost factors below should be the total amount divided by the total % of service provided by each jurisdiction, which would be the basis of the below:

3. **Administrative Overhead** (The COMET Administration)
4. **Capital Depreciation** (vehicle, facility use)
5. **Operating Overhead** (fuel, operating supplies)

The final formula should include each of the five cost factors above to provide one operating cost per hour rate. Such rate should be calculated each fiscal year.

Any route operating in The COMET transit system shall be proportionally allocated to the jurisdiction that it serves.

A service agreement with a jurisdiction must be approved by The COMET Board of Directors, shall not adversely impact or delay any transit service that is included in the then-current Plan of Service and Financial Plan and shall not be inconsistent with any The COMET policy.

Allocation of Funds

Each year, The COMET, in conjunction with CMCOG will determine the amount of FTA funds allocated to the region by FTA. As with the FTA apportionment method, The COMET will use population, population density, low income population and vehicle revenue miles to determine the amount of funds designated to The COMET service area and to the CUA outside of the service area. Once the calculation and resulting figures are approved by CMCOG Board of Directors, The COMET's portion will be subtracted, and jurisdictions will be informed of the amount available to the non-member jurisdictions in the Columbia UZA by CMCOG.

Request For New Service

Jurisdictions that are not currently participating in an agreement for service, but wish to begin service shall provide The COMET with assurances and data that demonstrate there is sufficient support and need for public transit services. A formal request shall include the following:

1. A resolution demonstrating intent of commitment through City Council, County Council, Town Council or equivalent policy-making body formal action. The resolution will provide assurances of the following:
 - **Funding Commitment:** The jurisdiction must provide proof of local match for no less than

one year of the program, which will include payment of the operating cost per hour.

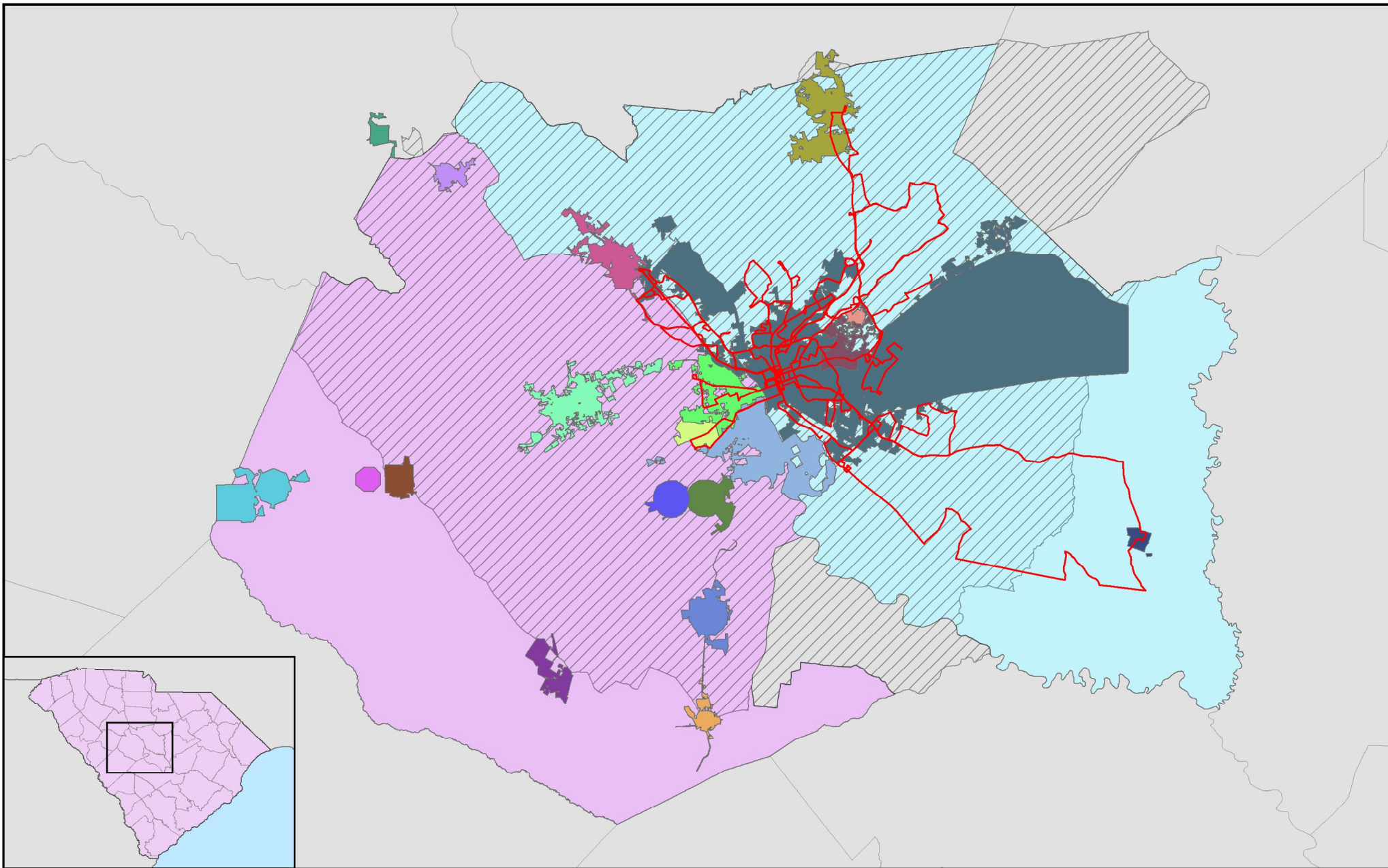
- **Community Support:** This formal commitment will ensure that there is sufficient community and stakeholder support for the service.
- **Acknowledgement of ADA Complementary Paratransit Service Needs:** For local fixed-route service, the resolution shall also address the requirement to provide ADA complementary paratransit service. Service providers are required to fulfill any ADA complementary paratransit request from an ADA-qualified passenger for an ADA-eligible trip. For service provided by The COMET's paratransit service (DART), jurisdictions will be required to reimburse The COMET for the variable cost per vehicle hour related to DART service.
- **Method of Participation in The COMET:** The approach of participation with The COMET, based on the policy.

2. Applicants may be asked to provide additional information pursuant to FTA and SCDOT requirements.

3. Upon completion of each the requirements, an Intergovernmental Agreement between The COMET and participating jurisdiction would be executed governing funding, service and other requirements as negotiated and as approved by The COMET Board of Directors.

Requests for Continuing Service:

Jurisdictions that are currently participating in an agreement for service with The COMET and wish to continue providing the service, or adjust the service can request an extension of the service agreement on an annual basis. Such extension would require an affirmation of the financial support by the jurisdiction, an update of the operating cost per hour rate and any requested changes to the service that is impacting the jurisdiction. Upon approval by The COMET Board of Directors, an extension amendment to the service agreement would be prepared and executed by the jurisdiction and The COMET.



Bus Routes in Columbia Urbanized Area



0 2.5 5 10 Miles

Prepared: May 29, 2018

Urban Area	Arcadia Lakes	Forest Acres	Pine Ridge
Richland County	Batesburg-Leesville	Gaston	South Congaree
Lexington County	Blythewood	Gilbert	Springdale
Routes	Cayce	Irmo	Summit
	Chapin	Lexington	Swansea
	Columbia	Little Mountain	West Columbia
	Eastover	Pelion	